**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday May 11, 2020**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Ron Busdeker, Kent Weis, Linda Bringman

**Library Staff Present:** Jennifer Fording (Director), Ariel Gresh (Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:** Leslie Wyse

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:00 p.m. with some members of the Board present at the Elmore facility, while others attended via video/teleconference due to the coronavirus pandemic. <https://no​rweldrls.m​y.webex.co​m/norweldr​ls.my/j.ph​p?MTID=m7e​c7bb3e5704​6ac3f9050c​ff084fa1df>

**2. SECRETARY’S REPORT**: The April 13, 2020 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the April financial statements and reports. The Bank Reconciliation showed all figures balancing for the month. The Appropriation Status, Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. Mrs. Markley noted that the PLF was 35% less for the month of April.
* (See attached documentation of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2020-37. Be it resolved to accept the Fiscal Officer April 2020 Report as presented.**

Motion made by Mrs. Zimmerman, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **Money Transfer (Checking to Star Ohio) -** Mrs. Markley would like to propose the transfer of $100,000 from the First Federal Checking account into Star Ohio to allow that money to accrue more interest than it is currently earning in First Federal. (See attached documentation included in Secretary’s records.)

**Resolution 2020-38. Be it resolved to transfer of $100,000 from the First Federal Checking account into Star Ohio**.

Motion made by Mr. Busdeker, motion seconded by Mr. Weis.

Motion carried by unanimous voice vote.

* **Health Insurance Reimbursements** – Mrs. Markley would like to propose a revised Healthcare Insurance Policy setting the monthly reimbursement cap for employees that became eligible prior to January 1, 2000 at $350, effective May 11, 2020. (See attached documentation included in Secretary’s records.)

**Resolution 2020-39. Be it resolved to approve the revised Healthcare Insurance Policy as corrected effective May 11, 2020.**

Motion made by Mrs. Zimmerman, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **3 Yr. Forecast** – Mrs. Markley presented a revised 3 Yr. Forecast (General Fund) for informational purposes only. (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose quite an extensive list of 2020 Budget changes in regards to the General Fund Revenues and Expenses. Please see the attached documentation for the account numbers/titles, decreased/increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2020-40. Be it resolved to accept the Proposed 2020 Budget Changes in regards to revenues and expenses as presented.**

Motion made by Mr. Weis, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2020-41. Be it resolved to accept the following gifts and**

**memorials for the month of April:**

In Support Library Operations $1,183.81 Toledo Community Foundation

(Diane Ory Fund)

Library Expansion $125 Beth & James Getz

In Memory of Joan Almroth $100 Sharon & Duane Arndt

Library Building Expansion $75 Kathleen Kroos

In Memory of Joan Almroth $25 Carolyn & RJ Molter

In Memory of Paul Deppen $25 Elmore Kiwanis Club

Motion made by Ms. Farrell, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* Curbside Service began again today (May 11, 2020) after being closed due to Governor DeWine’s Stay-at-Home order. Details for service can be found on the website. Patrons can call and make reservations, or fill out the order form on the website, as well as hold conversations with staff via chat services. Books will be quarantined upon return. The staff is taking health precautions such as taking temperatures, wearing masks, and cleaning/sanitizing after themselves.
* Virtual programming via YouTube and Facebook are gaining momentum. Staff telework assignments have been delegated and everyone is getting into a routine.
* The Summer Reading Program is all set to be done virtually and will begin June 1st.
* Staff have completed the following webinars this month:
* Katie Blum: Rethinking Census 2020 Outreach (April 14); Working Effectively Beyond Your Buildings Borders (April 10); Copyright and Online Learning (April 30); Home Improvement Reference Center Tutorial (April 16); Using Zoom to Provide Library Services (April 28)
* Sierra White: Podcasting in Libraries (April 14)
* Jennifer Fording: Library Responses to the Covid-19 Pandemic (April 20); Directors Roundtable (April 24); Ohio Auditors’ Q & A on Covid-19 (April 27)
* Emily Altstadt’s last day will be June 1st, providing her baby doesn’t come sooner. She has been a great asset to the library and will be missed. Her position will remain unfilled until at least August in order to help with the budget finances.
* Director’s Report for May 2020 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* Curbside Services began in Genoa as well and are following the same protocol as Elmore.
* All programs are currently being done online via YouTube and Facebook and include a variety of activities such as storytime, escape rooms, crafts, and more.
* Staff have completed the following webinars this month:
* Jude Jenson: The Accidental Cataloger: Tips and Tools to Help You Use the Rules
* Ariel Gresh: Vorys: Labor Relations During the Coronavirus Pandemic Webinar; Leading with Compassion During the Covid-19 Crisis Webinar; Looking Ahead, Planning for Reopening Webinar; Putting the Self Back in Self-Care: Wellness in the Time of Covid-19
* At the request of Mrs. Fording, Ms. Gresh attended the Director’s Virtual Networking Meeting.
* Branch Manager’s Report for May 2020 (written) included in Secretary’s records.

**6. LOCAL HISTORY REPORT**: Included in Secretary’s records.

**7. UNFINSHED BUSINESS**:

* **Staff Furloughs/CARES Act/Unempoyment/Shared Works Ohio** – Mrs. Fording presented several policies, as well as Leave Request forms, pertaining to the Staff in light of Covid-19. (See attached documentation included in Secretary’s records.)

**Resolution 2020-42. Be it resolved to approve the Temporary Family Medical Leave Act (FFCRA) Policy and the Temporary Emergency Paid Sick Leave Policy as presented effective immediately.**

Motion made by Mrs. Zimmerman, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **Revised Pandemic Policy** – Mrs. Fording presented the Pandemic Preparedness Plan, as well as the Library Opening & Service Phases During Pandemic policy. (See attached documentation included in Secretary’s records.)

**Resolution 2020-43. Be it resolved to approve the Pandemic Preparedness Plan with corrections, as well as the Library Opening & Service Phases During Pandemic Policy as presented effective immediately.**

Motion made by Mrs. Zimmerman, motion seconded by Mr. Weis.

Motion carried by unanimous voice vote.

**8. NEW BUSINESS**:

* **Eagle Scout Landscaping Project –** On behalf of the Eagle Scout candidate, Mr. Selhorst has requested additional funds to help with the landscaping project completion.

**Resolution 2020-44. Be it resolved to approve the spending of up to $500 in order to complete the landscaping project being implemented by the Eagle Scout candidate.**

Motion made by Mr. Busdeker, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* **Library Re-Opening for Curbside** - As mentioned in both the Director’s and Branch Manager’s Reports, the Library has re-opened for Curbside Service effective May 11, 2020.
* **Salaried/Exempt Employees** – For clarification purposes it was stated that the Salaried/Exempt Employees consist of Jennifer Fording, Ariel Gresh, Kim Jimison, Brianne Markley, and Emily Altstadt.

**9. ADJOURNMENT**: 8:22 p.m.

**10. NEXT MEETING**: June 8, 2020

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President